

# Montana Newsletter

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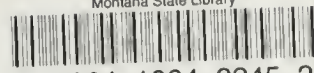
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April, 1980

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the department  
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Volume 2  
Number 3

DCA

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# "701" Planning Assistance Funds Available

Each year the U.S. Department of Housing and Urban Development (HUD) grants funds to the State of Montana to assist local planning programs.

DCA's Community Development Division is now accepting applications for "701" Comprehensive Planning Assistance funds for the 1980-1981 fiscal year which will commence July 1. For over two decades, "701" funds have provided significant support for local planning by municipal and county governments in Montana. The funds are intended to encourage community planning and management and to assist local governments in solving problems and implementing policies related to community development. Unfortunately, the amount of funds available to Montana communities has been steadily reduced in recent years because of congressional cutbacks in the program. Last year about \$110,000 was allocated to local governments; this year's "701" funds will likely be reduced about 33 percent.

Eligible recipients of grant money are local units of government or combinations of local units of government. Applicants who have received "701" funds in the past must have completed a land use and a housing element to be eligible for fiscal year 1980-81 funding. New applicants who have not completed land use and housing elements should plan to complete them with their first year money if they wish future eligibility for the "701" program. DCA has model work programs available so potential candidates can evaluate their needs and their capability for completing these initial requirements.

HUD has asked that local activities which receive funding relate to the following National Policy Objectives: (1) community conservation and aid to distressed places; (2) expansion of housing and employment opportunities; and (3) promotion of orderly and efficient growth. Wide discretion is permitted, and the traditional implementation programs such as zoning, public facility planning, and capital improvement programs are acceptable.

The demand for funds has always been greater than the funds available. In an effort to assure an impartial award of the grants the applications are evaluated and ranked against the following criteria:

- (1) The severity of the need or problem identified and the extent to which the proposal will help meet the need or solve the problem.
- (2) How the problem or need relates to the National Policy Objectives.
- (3) Whether the project is part of an overall community effort to meet the need or solve the problem.

- (4) The financial capability and willingness of the applicant to carry out an ongoing planning program.
- (5) The technical and administrative capabilities of the applicant for successful completion of a planning program.

The programs funded last year were heavily oriented toward activities which helped implement existing local comprehensive plans.

Completed applications must be submitted to DCA by May 15, 1980. It is therefore important that interested communities begin the application process as soon as possible. For further information or for assistance in preparing "701" applications call the Community Development Division at 449-3657.

The **Montana Community News** is published monthly by the Montana Department of Community Affairs. Subscriptions are free; to get on our mailing list, write to **Montana Community News**, Department of Community Affairs, Capitol Station, Helena, MT 59601 or call (406) 449-3494. POSTMASTER: Send address changes to this address. Application to mail at second-class postage is pending at Helena, MT 59601.

We welcome responses to articles, reader letters and article suggestions. Permission to reprint material from MCN is hereby granted.

**Montana Community News** is financed in part by a grant from the U.S. Department of Housing and Urban Development under provisions of Section 701 of the Housing Act of 1954, as amended.

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### **Coal Board**

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### **Local Government Services**

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### **Research and Information Systems**

R. Thomas Dundas, Jr. .... 449-2896

# ***DNRC Announces Two Programs Available to Local Units of Government***

## **Technical Assistance for Water Resource Projects**

Local groups considering projects for the conservation, management, use, or development of Montana's water resources can get help from the Department of Natural Resources and Conservation (DNRC). Through the Technical Assistance to Water Projects (TAP) program, such groups may obtain professional advice on preliminary engineering, economic, and legal aspects of their projects.

Divisions of local governments; irrigation, drainage, and conservation districts; incorporated ditch and canal companies, and other groups are eligible to apply.

The TAP program will provide help on many different types of water projects, including, but not limited to:

1. Water storage projects for:
  - a. irrigation
  - b. domestic and municipal use
  - c. fish and wildlife
  - d. flood control
  - e. water quality enhancement
  - f. recreation
2. Water supply systems for:
  - a. irrigation
  - b. rural and small communities' municipal needs
  - c. parks
  - d. small industrial developments
3. Small-scale hydroelectric projects
4. Drainage projects for:
  - a. saline seep control
  - b. high water table reduction
5. Sediment and erosion control projects
6. Water quality maintenance and improvement projects

DNRC will accept requests for assistance anytime during the year. If a project qualifies for assistance, a meeting between the applicant and the TAP staff will be scheduled to plan the TAP review of the proposed project. The applicants must provide detailed information on the project.

TAP professionals will prepare a report on the proposed project including information and recommendations on:

1. the water inventory, including descriptions of current and proposed development
2. water rights
3. sources of funding
4. group organization
5. soil analysis
6. probable significant environmental impacts
7. engineering, economic, and financial feasibility
8. whether to proceed with the project
9. alternatives to the proposed project
10. items needing additional study
11. outline of steps to complete the project

Any group wanting assistance from the TAP program should contact:

Technical Assistance Program, DNRC  
32 South Ewing  
Helena, Montana 59601  
(telephone) 442-2864

## **Renewable Resource Development Grants and Loans**

If you know of a renewable resource in Montana which you would like to develop, and you need money to make that happen, the Renewable Resource Development (RRD) program, administered by the Department of Natural Resources and Conservation (DNRC) may be able to help.

Right now, RRD money is helping local governments plan areawide landfills. Members of the West Bench Irrigation District near Dillon received part of the money they needed to convert a flood irrigation system to an energy-efficient gravity sprinkler system from an RRD appropriation. RRD funds are also paying for the Triangle Conservation District's saline-seep reclamation program.

Past legislatures have appropriated coal severance tax money for these renewable resource grants and loans, and Montana law gives future legislatures authority to make more appropriations for similar projects. Coal tax revenues for this program amount to about 2 million dollars each biennium. The collection and evaluation of RRD grant and loan applications is administered through DNRC's Water Resources Division.

Any division of state or local government may apply for RRD loans. Because funding is limited, projects with matching funds are preferred. The law says the RRD program may provide funds:

for the purchase, lease, or construction of projects for the conservation, management, utilization, development, or preservation of the land, water, fish, wildlife, recreational, and other renewable resources in the state; for the purpose of feasibility and design studies for such projects; for development of plans for the rehabilitation, expansion, or modification of existing projects; and for such other and further similar purposes as the legislature may approve.

Entities of government interested in applying for RRD funds should contact DNRC as early as possible for application instructions. The Department will review and evaluate all qualified applications. Based upon this evaluation, DNRC will make recommen-

***Continued on next page . . .***

## *DNRC Announces, Continued . . .*

dations to the Governor. If he is supportive of the proposal, the Governor will submit these recommendations to the legislature in the form of a proposed appropriation. Applicants will be expected to support their proposal at legislative hearings and through contact with their legislators. If the bill passes both houses and is signed by the Governor, the RRD monies will be appropriated for a period of two years. After the and dispersal of funds. The maximum period for repayment of loans may not exceed 30 years.

The Department requires submission of all applications for each legislative session by July 1st of each even numbered year. This schedule is necessary in order to allow the DNRC and the Governor to complete their recommendations in time to present well organized requests to the legislature.

Any person or organization interested in further information should contact:

Renewable Resource Development Program, DNRC  
32 South Ewing  
Helena, MT 59601  
(telephone) 449-2872.

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## **Interim Committee on Annexation To Hold Public Hearings in Missoula**

The Interim Legislative Committee on Annexation met in Helena, March 1st, continuing its study of Montana's annexation laws. Jim E. Richard of DCA's Community Development Division recommended to the Committee that municipalities be given jurisdiction for subdivision approval when the area of the proposed subdivision is adjacent to the city and annexation is needed or requested. Richard said this would help smooth the process of subdivision review and annexation because subdivision approval and annexation could take place simultaneously and only one jurisdiction would be involved. This would eliminate the confusion which often results when a county is asked to approve a subdivision which will later seek annexation to a city or town. This can produce situations where streets and other public improvements meet county subdivision standards but are later found to be unacceptable to the municipality. According to Richard, the system he proposes is now in effect only when the city and surrounding area are served by a joint city-county planning board and staff which can assure that proper coordination of procedures takes place.

The Interim Committee plans to meet again this month and hold a public hearing Saturday, April 26, in the City Council Chamber, 201 West Spruce, in Missoula. The Committee will solicit public comments on the discussion proposals put forward to resolve an-

nexation problems. Those proposals were described in the December-January issue of *MCN*. Senator George McCallum of Niarada is Chairman of the Committee; Representative James Azzara of Missoula is Vice-Chairman. Other members include Senators Steve Brown (Helena), Lloyd Lockrem (Billings), Robert Peterson (Butte), and Representatives Jay Fabrega (Great Falls), Burt Hurwitz (White Sulphur Springs), and Gerald Kessler (Billings). For further information regarding the discussion proposals interested persons should contact any of these legislators or Deborah Schmidt at the Montana Legislative Council (telephone: 449-3064).

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## **ENERGY AND ITS IMPACT ON THE POOR**

### **An Energy Training Conference**

More than 80 energy program workers from Montana's ten Human Resources Development Councils (HRDC's) gathered in Helena, February 26-28, to attend "Energy and Its Impact on the Poor," a training conference sponsored by DCA's Community Services Division (CSD).

The workshop opened with an address by Ottis Hill, former HRDC worker and currently Special Assistant to the Governor, who stressed the importance of the work being done by HRDC's. Participants then chose among four different training sessions. Toby Benson of the National Center for Appropriate Technology, Louise Moore of the State Department of Natural Resources and Conservation and several CSD and HRDC staff members instructed CETA weatherization workers in basic weatherization techniques and their on-site application. The Northern Rockies Action Group provided management training for energy coordinators; Peter Antonioli of Montana Power Company discussed home energy audits; and CSD consultant Jim Parker and representatives of the Alternative Energy Resources Organization trained Local Energy Emergency Preparedness and Prevention (LEEPP) workers in community mobilization, organization, and education.

On Tuesday evening, well-known energy expert Eugene Eccli from Design Alternatives in Washington, D.C., discussed national energy policies and their effect on low-income citizens and proposed some solutions to current problems.

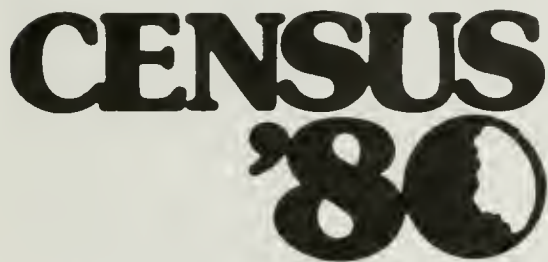
After a full day of training sessions on Wednesday, utility rate intervention in Montana was explored in a panel discussion that included Dr. Tom Powers, University of Montana economist; Tom Dillon, formerly with Action for Eastern Montana; Nancy Sheets-Frymiller of Montana Power's Citizen Participation Task Force; and Kitsie Routan, a representative of Power to the People. The conference concluded on Thursday afternoon with another panel, "Federal and State Energy

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## ***Energy and its Impact, Continued . . .***

Legislation: Problems and Possibilities.” Bob Decker, Lewis and Clark County Commissioner, State Representative Kathleen McBride of Butte, Mike Males of the Environmental Information Center, Jan Konigsberg of the Energy Planning Division of the Montana Department of Natural Resources, and Bob McCarthy of the AFL-CIO described what is happening in energy legislation from several points of view.

A follow-up conference is planned for June to explore conversion and alternative energies and techniques. It is hoped that these meetings will not only heighten energy workers’ awareness of energy problems and potential solutions but also enhance their capabilities to assist in solving Montana’s long-term energy needs.



## ***Modifications in 1980 Local Review Program Announced by Census Bureau***

Modifications in a plan to seek local review of the population and housing field counts obtained in the 1980 Census were announced recently by the Bureau of the Census, U.S. Department of Commerce. The Local Review Program will give these officials a chance to study the accuracy of census totals before the Bureau’s temporary district offices are closed. Under the modified program, a single review of the population and household counts will take place in June of this year. Previously, the program called for a review prior to Census Day (April 1) and a second review after the enumeration had been completed by census field workers.

A major factor in the decision involved maps needed by local officials to check the counts. To produce the maps early enough for the precensus review would have imposed strains on the tight schedule of census operations which Bureau officials believed it was necessary to avoid. The postcensus review which covers both population and housing counts will now be done at an earlier point in the census process than had been previously scheduled.

“Although changes have been made to technical elements of the program,” Census Director Vincent P. Barabba stated, “the basic objectives remain the same and are being met by the present Local Review Program. The revised plan reflects our continued com-

mitment to joint Federal-local cooperation in the interest of a complete and accurate census. Because the counts are being provided at an earlier point in the census, there will be a longer period during which the problems reported by local officials can be resolved.”

The Local Review Program is an effort by the Census Bureau to satisfy local officials concerning the accuracy of the counts. In the 1970 census, questions concerning accuracy could not be investigated fully by the Bureau because local governments often did not have clear evidence of alleged mistakes and their concerns were raised after the temporary census offices had been closed.

For further information regarding the Local Review Program, contact R. Thomas Dundas, Administrator of DCA’s Research and Information Systems Division, (telephone) 449-2896.

## ***Newsletter Available For Census Data Users***

The U.S. Census Bureau issues a monthly newsletter, *Data User News (DUN)*, to help data users stay abreast of all Census Bureau products and programs. This publication can be a valuable reference tool for data users.

The scope of *DUN* includes:

- articles on censuses and surveys of population, housing, business, industry, government, transportation, freight trade, and agriculture
- announcements of upcoming seminars and conferences designed to teach data users more about census data
- descriptions of data programs and services
- explanations of census activities and methodologies
- a “Selected New Publications” column, listing recent reports issued by the Census Bureau
- a “Data File Developments” column, containing abstracts of new computer files available from the Census Bureau

Upcoming issues of *DUN* will provide summaries of the latest current population reports issued by the Bureau, information on reports from the 1977 Economic Censuses, answers to data users’ questions on the 1980 census, and much more. A subscription to this monthly 12-16 page newsletter costs \$4.00 a year. To subscribe, send a check or money order, made payable to the Superintendent of Documents, to Subscriber Services, Bureau of the Census, Washington, D.C. 20233

# Writing and Evaluating Automated Data Processing Requests For Proposals (RFP): Part 3

In the last issue of *MCN*, automatic data processing system requirements and acceptance criteria were examined. This article will address RFP proposal contents and evaluation of vendor responses.

## Proposal Contents

To make it easier to compare and evaluate responses, instruct vendors to respond with bids formatted to correspond section-by-section to the RFP. For each specific proposal request the vendor may:

- (1) Describe the equipment and software, with or without options, offered in response to your specifications;
- (2) Propose an alternative system or approach to meet or eliminate the identified need; or
- (3) Disagree with the RFP requirement or decline to respond.

Vendors should be required to list each hardware component and software package separately, including purchase, lease or rental costs. Although some vendors may wish to submit multiple bids, proposing two or more optional computer models and software combinations in response to a particular RFP, that practice should be discouraged. If, in the RFP, your needs are sufficiently detailed, it should not be difficult for the vendor to decide which configuration would be most appropriate.

Vendors should be required to identify all special conditions on their bids and to provide drafts of all proposed contracts for the purchaser's attorney to review. Vendors should also be asked to provide a narrative summary of the major benefits of their proposal.

## Evaluation Procedures

Vendors should be told in advance how their responses will be evaluated. Since the procedure should be as objective as possible, it might be valuable to form an evaluation team, generally consisting of the head of each user department, a representative from top management, an audit representative, a legal representative and possibly an outside technical data processing advisor. Each team member should review and rate the proposals individually before meeting with other members to discuss the scores, finalize, and then average them. Reviewers should document their justification for the ratings used.

Two evaluation techniques are often used:

- (1) The features of each hardware component, resident software package and application software package are assigned a priority or weight of 1 to 10 by each member

of the evaluation team. Based on the totals, each feature is assigned a percentage figure, indicating how heavily that feature will be weighed in making your choice. System support and maintenance, education and training, documentation quality and system performance are also assigned their own percentages. The sum of all percentages should be 100%. This method provides a good, detailed evaluation and is preferable in large and complicated environments.

- (2) In a less complex formula each area of the RFP is assigned a maximum point value, with a total of 100 points for the entire RFP. Reviewers, working individually, evaluate each vendor's response and deduct points from each area in which the vendor has fallen short of RFP requirements. The points assigned by each reviewer, in each area, are then totaled and averaged.

In each evaluation methodology a cost per point figure is arrived at based on a 5 year useful system life. The following is a sample rating sheet for method #2:

## Procedure 2. Rating Sheet

| Item                    | Possible Points | Vendor 1    | Vendor 2    | Vendor # |
|-------------------------|-----------------|-------------|-------------|----------|
| Hardware                | 15              | 10          | 11          |          |
| Support and Maintenance | 15              | 9           | 11          |          |
| Application Software    | 40              | 30          | 32          |          |
| Education and Training  | 10              | 6           | 5           |          |
| Documentation           | 10              | 5           | 7           |          |
| System Performance      | 10              | 5           | 7           |          |
| Totals                  | 100             | 66          | 73          |          |
| 5 Year Cost             |                 | \$18,942.00 | \$23,462.00 |          |
| Cost per Point          |                 | \$287.00    | \$321.00    |          |

Note that Vendor 2's cost per point result was poorer than that of Vendor 1, even though he had more total points.

The 5 year cost used in both methods is arrived at by multiplying the monthly maintenance and resident software charges (if any)  $\times$  60 months and adding that total to the purchase price or 5 year lease or rental amounts. (Five years is considered to be a reasonable useful life cycle for most systems.)

## Conclusion

Although the RFP process outlined will necessarily require considerable initial local time and effort, the alternatives are even less attractive. A lack of planning

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## Writing RFPs, Continued . . .

up front will exact its price in daily crisis management for a long time to come. An ill-suited, badly chosen system will cost dearly in added expense, time, and personnel, while delivering poor service efficiency and slow job turn-around. You could find yourself working to meet the needs of a deficient computer system instead of having it work for you. Take the time. It will pay.

Any questions regarding EDP Requests for Proposals may be addressed to Jim Rizza, DCA/Local Government Services, Capitol Station, Helena, Montana 59601, (telephone) 449-3010.

# Three More Counties Released In Land Use Mapping Project

DCA's Community Development Division has just received maps of three more counties prepared through the Statewide Cooperative Land Use Mapping Program. The latest maps for Carbon, Deer Lodge, and Park Counties bring to thirteen the total of Montana county maps available for public distribution. Previously published were those for Broadwater, Cascade, Hill, Lewis and Clark, Mineral, Missoula, Pondera, Powell, Silver Bow, and Teton Counties.

The full-color maps show ten different categories of land use for each county: urban and built-up areas; mineral extraction areas; heavy industry and utility areas; rural and suburban tracts; irrigated cropland, hayland and pastureland; non-irrigated cropland; recreational areas; rangeland; commercial forest and forest cover areas. The scale of the maps is one-half inch to the mile.

Nine state and federal agencies and three corporations are working with DCA on the mapping project, including the Montana Departments of Fish, Wildlife and Parks, Health and Environmental Sciences, Highways, Natural Resources and Conservation, and State Lands; the U.S. Agriculture Stabilization and Conservation Service, Bureau of Indian Affairs, Bureau of Land Management, Forest Service and Soil Conser-

vation Service; as well as Burlington Northern, Champion Timberlands, and St. Regis Paper Company. Map drafting is done by the Cartographic Bureau of the Department of Natural Resources. The maps are printed by the Soil Conservation Service at its regional cartographic facilities in Portland, Oregon. Maps for nine other counties (Daniels, Dawson, Golden Valley, Granite, Judith Basin, Lake, Musselshell, Petroleum, and Wibaux) are currently in Portland awaiting final printing.

Copies of the maps just published will be sent to the office of the appropriate county commission or county planning board, and county office of the U.S. Soil conservation Service, for free distribution to the public. Maps of each of the counties previously published may be obtained without charge at these same offices in those ten counties.

Copies of the published county maps and the map legend may also be ordered directly from DCA's Community Development Division with the accompanying order form.

DCA Community Development Division  
Capitol Station  
Helena, MT 59601

In order to cover the costs of mailing please enclose \$1.00 for the first map and legend ordered and \$.25 for each additional map or legend included in the same order. (Make checks payable to Montana Department of Community Affairs.)

Name \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

### No. Ordered

\_\_\_\_\_ Broadwater

\_\_\_\_\_ Carbon

\_\_\_\_\_ Cascade

\_\_\_\_\_ Deer Lodge

\_\_\_\_\_ Hill

\_\_\_\_\_ Lewis and Clark

\_\_\_\_\_ Mineral

\_\_\_\_\_ Missoula

\_\_\_\_\_ Park

\_\_\_\_\_ Pondera

\_\_\_\_\_ Powell

\_\_\_\_\_ Silver Bow

\_\_\_\_\_ Teton

\_\_\_\_\_ Map Legend

\$ \_\_\_\_\_ Total Enclosed

# Poverty In Montana, A Statistical Analysis 1980

DCA's Community Services Division has just published its first edition of *Poverty In Montana, A Statistical Analysis, 1980*. This 275-page document includes four major sections defining and analyzing the symptoms of poverty in the state. Parts I and II identify the poor according to available census figures, measure poverty within the state, list problems perceived by the poor, and reach certain conclusions regarding the conditions of poor persons in 1980. Part III is a graphic representation of eighteen socioeconomic indicators relating to poverty within the state. Statistics from all 56 counties are presented in the same two-color graphic layout, which was designed for easy comparison and quick communication of essential knowledge. Part IV is a tabular breakdown of the counties into 23 more categories, e.g. food stamps, crime, home fuel consumption,

There are five major objectives underlying the publication of this study:

1. To annually inform the Governor's Office and the Regional Office of the U.S. Community Services Administration of the characteristic trends of the poverty population in Montana.
2. To formulate an analysis of poverty in the state and to make recommendations and suggest priorities for programs that are designed to combat the problems of poverty at a local level.
3. To serve as a guide and reference source for decision makers and planners.
4. To summarize pertinent data and to present those data in the most understandable and comprehensive form.
5. To provide a first step toward the implementation of a standardized information base, with specific emphasis on Montana's socially and economically deprived citizens.

Since the publication is a limited edition, priority requests for copies will be given to public and private non-profit agencies. Written requests should be addressed to DCA's Community Services Division, 1424 9th Avenue, (Capitol Station), Helena, MT 59601.

## Three Positions Available With Flathead Planning Staff

The Flathead Advisory Technical Staff is seeking applicants for three positions. Formerly known as the staff for the Flathead Area-wide Planning Organization (APO), the Advisory Technical Staff provides comprehensive planning services to Flathead County and the incorporated communities of Columbia Falls, Kalispell and Whitefish. The APO, now restructured as the Countywide Administrative Board, provides overall policy direction.

Applicants are sought for the following positions:

### **Administrative Secretary I**

Monthly Starting Salary: \$877

Responsible for performing administrative and secretarial duties for executive officers or administrators, and related work as required.

### **Planner I**

Monthly Starting Salary: \$1,015

Responsible for performing professional planning work under supervision. Planner may work in both areas of current and long-range planning or may be assigned to work exclusively in one specialized area of the program. Requires at least one year of experience.

### **Planner II**

Monthly Starting Salary: \$1,119

Responsibilities similar to Planner I. Requires at least two years of experience, with background in zoning administration preferred.

Applications and further information regarding these positions are available at the Flathead Advisory Technical Staff, Room 414, 723 5th Avenue East, Kalispell, MT 59901, (telephone) 755-5300 Ext. 279. All applications must be submitted to the Planning Director by May 1, 1980.

3200 copies of this public document were published at an estimated cost of 17.1¢ per copy, for a total cost of \$548.05, which included \$316.00 for printing by Creative, \$141.04 for assembly, labeling and sorting by Helena Rehabilitative Industries, and \$61.03 for postage.



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